



Safety Topic of the Month: Chemical Inventory

**Richmond Refinery
May 2007**



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Why Are We Reviewing This Topic?

We conduct chemical inventory because it is driven by environmental, health and safety laws. Ensuring that MSDS's are also available for chemicals in the inventory is not only the law, it's the right thing to do!

Here's what we would like to familiarize you with:

Why the chemical inventory needs to list exact product and manufacturer names.

Why chemical inventory verification is completed annually.

Why "approval" is necessary before bringing new chemicals into a location.

How MSDS's play a role in chemical inventory.

The projects underway to manage MSDS's.

How users can access the MSDS's needed to perform incident free work.





Why Do Chemical Inventory?

Why does the refinery maintain a complete inventory of all chemicals?

Here are the reasons why it is done:

- It is required by California regulations for hazardous materials management.
- To provide the mandatory 30-day written notification, to Contra Costa County and Richmond Fire Department, of any significant changes to our inventory.
- We are required to submit an annual Hazardous Materials Business Plan to Contra Costa County in February. A complete and updated inventory of refinery chemicals is part of that submission.
- To prepare for quarterly chemical inventory compliance audits required by Contra Costa County and done by the City of Richmond Fire Department.
- To Make sure we have MSDS's for all of the chemicals used by employees and contractors.



New Chemicals

The use of all new chemicals in the refinery must go through an approval process before they are used (RI-313, Section 7.0). When used in conjunction with the MOC system, the approval process assists with the following:

- ✓ Health and safety review of the chemicals for which approval is being sought, to ensure that its use will not cause injury or illness to employees.
- ✓ Ensure that an MSDS of the new chemical becomes part of our inventory of MSDS's and that it contains adequate health and safety data.
- ✓ Reviews the impact of a chemical's use to the refinery's effluent systems.
- ✓ Assures refinery compliance with environmental, as well as, health and safety regulations.
- ✓ Ensures that quantities of the new chemicals are updated in the Corporation's Chemical Inventory Database and that chemical inventory changes are communicated with Contra Costa County governmental agencies.
- ✓ Ensure that employees who are required to use the new chemical understand the hazards associated with the chemical, and know how to protect themselves from its hazards.

Tips for a Successful Chemical Inventory

Conduct periodic "in-house" audits to check your inventory management success (RI-313, Appendix IV).

Make sure that all new chemicals, whether newly used in the refinery or just your area, are added to that location's inventory (RI-313, Section 7.0).

If a chemical is no longer used, or a different chemical has been substituted, the inventory must be adjusted

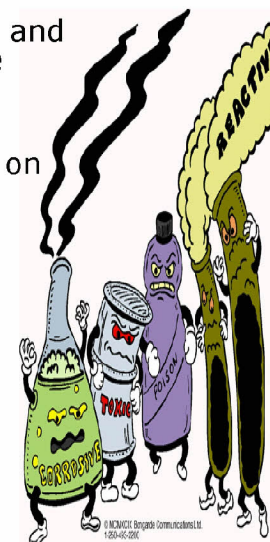
Assign one primary contact at each work group or ABU to handle the chemical inventory verification.

Fill out all chemical inventory forms completely and be sure to list exact product and manufacturer names. This will avoid rework for yourself and questions from the refinery's chemical inventory coordinator.

If you are not sure how to conduct a chemical inventory, ask Safety for training on "how" to conduct a proper chemical inventory (RI-313, Appendix IV).

Complete the chemical inventory verification by the date requested. Once complete, the inventory data must be reviewed and entered into the Corporate database and reports prepared.

You can view your chemical inventory online at [Inventory Reports](#)



Communicating Chemical Hazards

You've learned that we do all of this chemical inventory and approval stuff to comply with legal requirements.

Tracking chemical volumes is important. However, the chemical inventory process is also important in supporting the tracking and collection of Material Safety Data Sheets.

Because chemicals are prevalent in our business, they're going to be around you. As you already know, MSDS's are the documents that communicate the potentially harmful effects of those chemicals.

Knowing how to protect yourself from those hazards is critical to your health and safety.



You Got an MSDS for That?

An important part of the chemical inventory verification process is determining if an MSDS is available for each chemical.

Why?

Because we're required by the Hazard's Communication law to provide MSDS's for employees and contractors who work with or around chemicals.

Richmond Refinery needs over 3000 MSDS's for both Chevron and vendor chemicals.

Sometimes chemicals are brought into the refinery without prior approval and that often results in MSDS's not being available to employees.

It is the vendor MSDS's that are most often missing or out of date.





On-Line RI-313 Reviews

The Safety Section is currently working on developing on-line RI-313 review

- Database similar to the MOC review process

Finding MSDS's and Chemical Inventory

The screenshot shows the Richmond Refinery website interface. A red arrow points to the 'MSDS Chemical Inventory' link in the 'Reference' dropdown menu. The website includes a navigation bar with links like 'Home', 'Information', 'HES', 'Turnovers & Plans', 'Operations', 'Maintenance', 'Other Groups', 'Reference', and 'Other Sites'. The 'Reference' dropdown menu is open, showing various links including 'Ops. & Maint. Manuals', 'Refinery Instructions', 'Maint. Instructions', 'Mgt. Of Change (MOC)', 'Incident Database', 'Failure Analysis', 'Community Warning Sys.', 'Drawings', 'MSDS Chemical Inventory', 'SIS/EDS Data', 'Steam & Elec. Load', 'Other Ref Matls', 'Computer Help', 'OSI PI Help', and 'Passport/Merid. Help'. The 'MSDS Chemical Inventory' link is circled in red.

Recent Additions:

- > [Reliability Roadmap](#)

Quick Links

- > [TOP, IIF, POWER \(Safety Pyramid\)](#)
- > [Analyzer Calibration Status](#)
- > [Sour Water/ Recovered Oil Team](#)
- > [Business Improvement Project](#)
- > [Chevron Employee Involvement Fund \(CEIF\)](#)
- > [Conference Room Contacts](#)
- > [Current HVP](#)
- > [Delegation of Authority](#)
- > [Diversity](#)
- > [Failure Analysis](#)

Since Last Recordable

Chevron Safe Work Hours: **399422**
 Injury Free Days: Chevron **30** Contr. **188**

NEW: Plant Availability Clock
 Days since last unplanned shutdown: **25**

rrres.....Have a Safe and Healthy Day!
[Safety Metrics](#)

Metric	Goal	CVX		Contr		Total	
		#	Rate	#	Rate	#	Rate
TRIR	0.38	1	0.22	0.00	1	0.08	
DAFWR	0.14		0.00	0.00		0.00	
1stAid		38	8.55	160	20.71	198	16.27
Near Miss						121	

June

- > [Safety Boot Vendor Schedule/Information Update](#)
- > [No. 21 - Pers. Announ. - TMahaffey](#)
- > [Volunteer for Creek Care on June 10](#)
- > [No. 20 - Career Ladder Promotions](#)
- > [Refinery Celebration Lunch on April 26](#)
- > [Asian Pacific American Heritage Celebration on May 9](#)



Finding MSDS's and Chemical Inventory

MSDS
Chemical Inventory

Inside Home | Find & Search | People Finder

Richmond Refinery Home | Search Richmond | Chevron

Home Information HES Turnovers & Plans Operations Maintenance Other Groups Reference Other Sites

Chemical Inventory / MSDS

Click here to search for MSDS Material Safety Data Sheet

[MSDS Online](#)

[Chemical Inventory Reports](#)

[HES MSDS Reporting - Online](#)

[Audit Schedule](#)

[RI-313 Chemical Review \(new chemicals\)](#)

[Instructions to Verify and Update Your Chemical Inventory](#)

Any additions, deletions or changes in chemical inventory - you must notify June Campion to update the database and notify Contra Costa County Health Services Hazardous Materials Program.

[old web page](#)

For assistance with ProSteward or MSDS's contact June Campion CTN 212-3989

Click here to view/update Chemical Inventory

Click here for instructions on how to update the Chemical Inventory

HES Dashboard
Safety Metrics
CAP Database
Chemical Inventory
CFD/Security
Environmental >>
Ergo RSIP
Hazardous Waste
Health >>
Operational Excellence
PSM
Safety >>
Teams >>



Finding MSDS's and Chemical Inventory

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Address <http://msds-online.chevrontexaco.com/pso/main.asp> Links

COVED Search: Emails RSS

Home Location/Preferences **Quick Search** Adv Search List Documents List Equipment Send MSDS Links Admin Login Help

Current Location: GLOBAL REFINING U.S. REFINING RICHMOND REFINERY

User No. UserID
Logged In: NO

Click here to search for MSDS's

MSDS Online

Click on [Links](#) for User's Guide

Display Language: English

Version 6.0

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Finding MSDS's and Chemical Inventory

Online Hazardous Material Document (MSDS) Search - Microsoft Internet Explorer provided by Global Information Link

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Address <http://msds-online.chevrontexaco.com/psa/main.asp>

 [Home](#) [Location/Preferences](#) [Quick Search](#) [Adv Search](#) [List Documents](#) [List Equipment](#) [Send MSDS](#) [Links](#) [Admin Login](#) [Help](#)

Current Location: None
User: No_UserID

Quick Search

Place an asterisk on either side of a key word from the MSDS name and then hit enter, or click "execute" - *Reformat*

Examples: (1) To search for Chevron DELO 100 Motor Oil, enter *delo*100* (2) To search for Fisher Scientific products, enter *fisher*

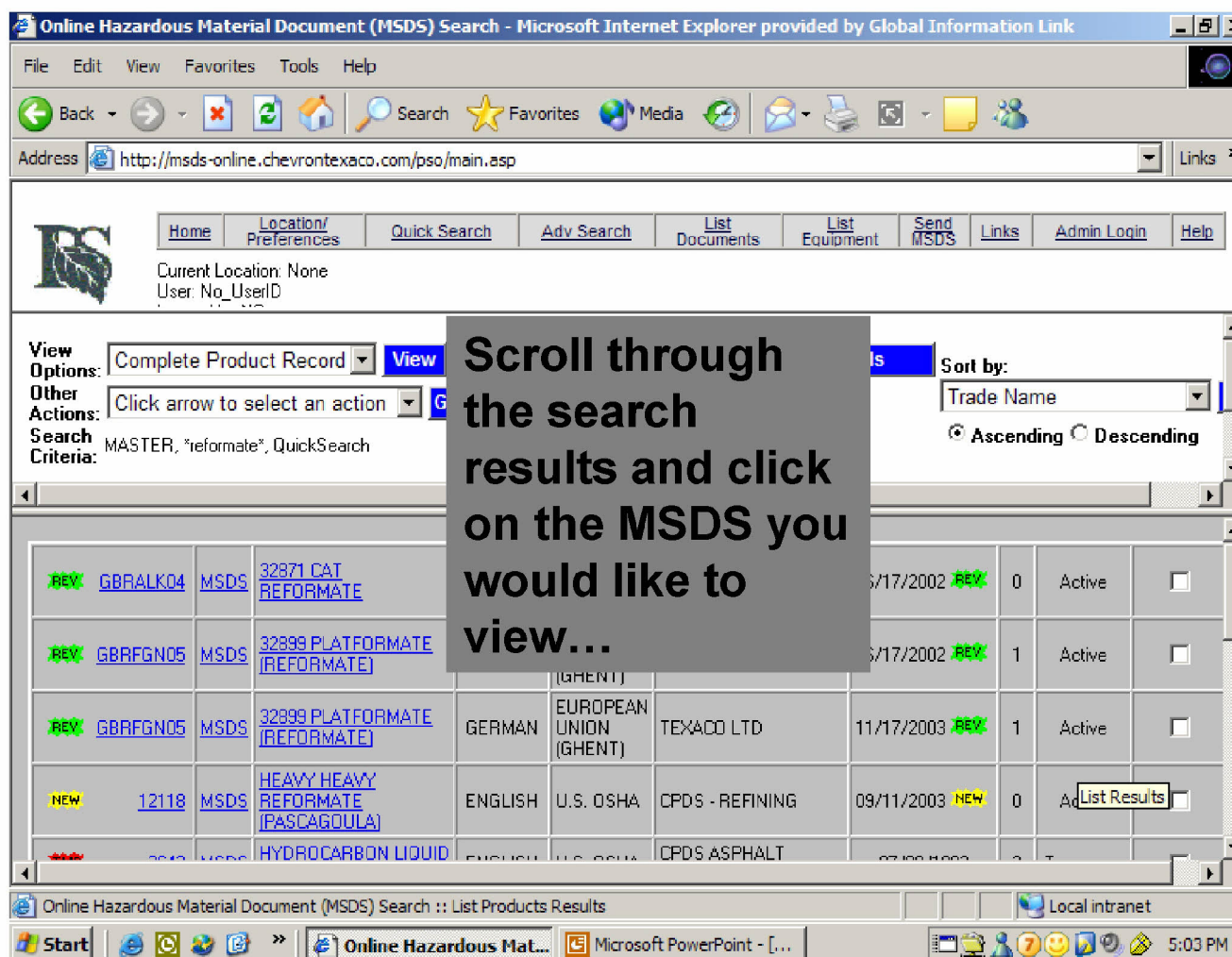
Product Name:	<input type="text" value="*reformat*"/>	Component CAS #:	<input type="text"/>
MSDS/Document Number:	<input type="text"/>	Product Code:	<input type="text"/>
Company Name:	<input type="text"/>		

Online Hazardous Material Document (MSDS) Search :: Local intranet

Start | Online Hazardous Mat... | Microsoft PowerPoint - [...]

5:00 PM

Finding MSDS's and Chemical Inventory



Online Hazardous Material Document (MSDS) Search - Microsoft Internet Explorer provided by Global Information Link

Address: <http://msds-online.chevrontexaco.com/psd/main.asp>

Home Location/Preferences Quick Search Adv Search List Documents List Equipment Send MSDS Links Admin Login Help

Current Location: None
User: No_UserID

View Options: Complete Product Record View
Other Actions: Click arrow to select an action
Search Criteria: MASTER, "reformat", QuickSearch

Sort by: Trade Name
Ascending Descending

Product Name	Location	Status	Other Info
32871 CAT REFORMATE	GBRALK04	Active	MSDS
32899 PLATFORMATE (REFORMATE)	GBRFGN05	Active	MSDS
32899 PLATFORMATE (REFORMATE)	GBRFGN05	Active	MSDS
HEAVY HEAVY REFORMATE (PASCAGOULA)	12118	Active	MSDS
HYDROCARBON LIQUID		Active	MSDS

Online Hazardous Material Document (MSDS) Search :: List Products Results